

Higher Education Coordinating Board: State Work Study Update

Annual Workshops
May 12-15, 2009

Agenda



- Legislative Update
- State Work Study - 2008-09
- State Work Study - 2009-10

Legislative Update

09-11 SWS Funding

Expected 09-11 Budget breakdown:

- 09-10 : **\$21,739,937** – Very small increase from 08-09 (less than \$400,000)
- 10-11 : **\$23,486,605** – Over \$2 million in additional SWS funds compared to 2008-09
- Budget figures reflect full “keep pace” program cost associated with 14%/7% tuition increases, BUT...

09-11 SWS Funding



- “Keep pace” amounts were reduced/offset by the increase in Federal Work Study funds appropriated through the American Recovery and Reinvestment Act
- Stimulus FWS funds to WA = \$3.3 million
- Continued funding for Math & Science Teacher projects, \$500,000 for 09-11

SWS Budget Impact

- Minimal increases to initial SWS allocations in 09-10
- 10-11 initial SWS allocations should increase barring legislative changes
- Greater reliance on FWS for some institutions
- Expected increased student demand for work study (debt avoidance, more difficult to find other work opportunities, more FAFSA filers)



SWS Legislation

Substitute Senate Bill 5044 amends the SWS statute as follows:

- 1) Limits proportion of total SWS appropriation that can be utilized by non-residents to 15% (or lesser amount determined in the biennial budget process)
 - 15% applies to the program as a whole, not to individual institutions
 - Institutions must ensure that the maximum number of residents are being served and limit non-resident usage of SWS to the greatest extent possible
 - Please remember that your institution must have a written policy documenting how priority is given to resident students

SWS Legislation



- 2) The priority given to resident students shall now include students who qualify as residents by virtue of being a spouse or dependent of a person who is on active military duty stationed in Washington
 - Formerly, students as defined in RCW 28B.15.012 (2) (g) were not considered residents in terms of SWS

SWS Legislation

3) Encourages SWS job placements in **“high employer demand” fields**

- The HECB intends to work toward this goal with interested institutions through a competitive grant process (more information will be sent directly to institutions)
- Institutions will be able to apply for additional SWS wage funds as well as administrative support funding
- This new sub-program will join existing efforts to promote SWS experiences in math and science classrooms and community service

High Employer Demand

- An occupation with a substantial number of current or projected employment opportunities – statewide, or in a sub-state region:
 - Science technology, research
 - Computer science
 - Engineering
 - Manufacturing and production
 - Health and medical
 - Education (esp. math and science)
 - Construction
 - Aircraft mechanics and technicians
 - Mid-level accounting and bookkeeping
 - Human and protective services
 - Editors and writers



State Work Study 2008-09

2008-09 Key Dates

5.12.09 – May SWS survey due

6.25.09 – Final reports due for Incentive Grants, Math and Science Teacher projects, and Community Service projects

6.25.09 – Deadline for Administrative billings (A-19s) on Incentive Grants, Math and Science Teacher projects, and Community Service projects

7.15.09 – Deadline for final cash requests and Year End Reports from public institutions

7.15.09 – Deadline for private institution timesheets

(timesheets submitted after 7.15.09 will be paid on a funds available basis)

Expenditure Patterns

2008-09

Research: 91.9%

Regional: 59.2%

Independent: 73.0%

Community: 72.9%

Technical: 67.7%

Overall: 73.7%

*Expenditures as of 5/7/09

2007-08

Research: 87.7%

Regional: 68.1%

Independent: 66.0%

Community: 80.6%

Technical: 75.5%

Overall: 74.9%

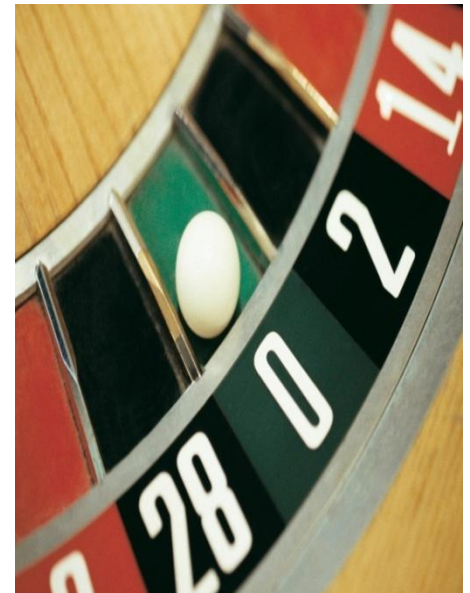
*Expenditures as of 5/6/08

Utilization Strategies

- Ensure that pay rates keep pace & remain comparable
- Prompt on- and off-campus employers to review and update stagnant wage rates
- Annual review of award amounts and of the number of awarded students
- Full-time/summer SWS option
- Increase marketing efforts to students and parents targeted at growing participation in SWS
- Grow off-campus SWS opportunities
- Consider an Incentive Grant to help your efforts

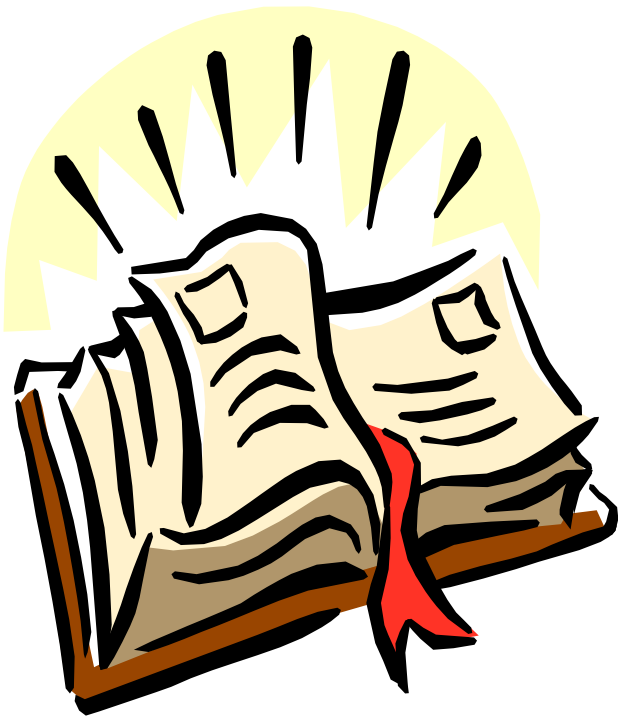
Funds Management

- Last official survey round for 08-09 sent via email on 4.30.09, due on 5.12.09, results during week of 5.18.09
- For requests and returns only, no trends are required
- To date, over \$5M in requests and \$2M in redistributed funds
- Use the Summary of Accounts function in the portal for current information on utilization
- As year end approaches - if your institution is in need of funds or will not fully utilize available funds, please contact Jeff as early as possible



State Work Study 2009-10

Revised SWS Manual



- Avoiding duplication as much as possible and combining information that should better align with SWS process flow – 12 pages shorter!
- “Updates” page to identify important changes
- New structure for manual sections: Institutions, Students, Employers, Jobs & Wages, Reimbursements, Special Projects, and Resources
- New look – two columns eliminated

2009-10 Updates

- Goal is to have 09-10 initial award letters to institutions by the end of May – expect minimally increased initial allocations
- Public cash requests for 09-10 spending can be submitted after 7.15.09
- Private institution timesheets can be submitted after 7.15.09
- SWS staff now inputting timesheet data directly into the portal – no delays thus far
- No COLA increases in 2009
- Minimum wage will increase on 1.1.10 – details to come when available

2009-10 Updates

- Religiously-affiliated hospitals are eligible to participate if additional stipulations are agreed to by the employer – contact the HECB for complete details
- Math and Science Teachers program in third year of funding with at least seven projects participating state-wide, applications were due 5.8.09
- Community Service Projects are up and running again – resources secured and applications were due 5.8.09
- New High Employer Demand sub-program to begin as soon as possible – more information/application to you when available
- Incentive Grant funding available to assist with SWS improvements at your campus – applications were due 5.1.09

State Work Study - Operations

Employer Renewals

2009-2010 Renewals

- Letters mailed to over 2,000 employers on 4.1.09
- Employers must renew by 6.30.09

Renewal websites:

- <https://fortress.wa.gov/hecb/portal>
- www.hecb.wa.gov/employers

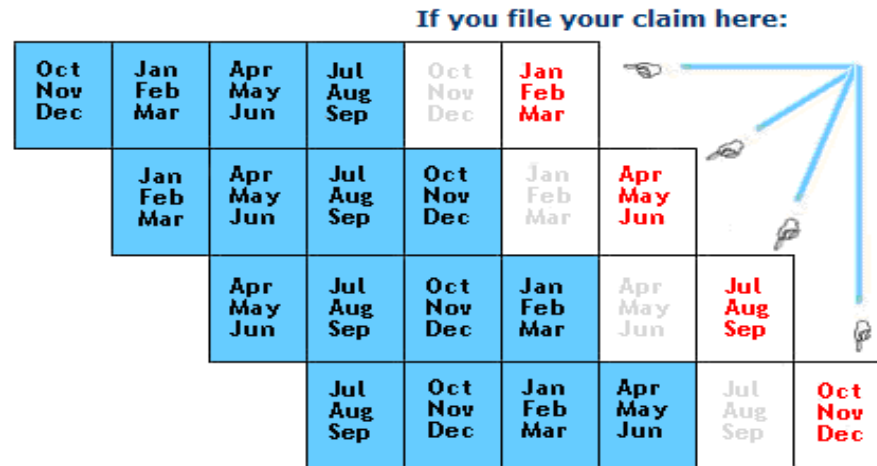
Automatic Renewal

- Contracts & Job Descriptions received between 4.1.09 and 6.30.09



Unemployment

State Work Study students could be eligible if they worked 680 hours in the base year (first four of the last five completed calendar quarters).



Your base year is the blue-shaded area.

Questions: contact Employment Security Department @ 1-800-318-6022

How does a position become eligible?

- 70 hours or more per month for 5 or more months over 2 consecutive years

Are there any exemptions?

- Yes, if the SWS student works at the public college they attend (WAC 415-108-520)

What if I have questions?

- Contact the state agency/institution's payroll office
- Contact Department of Retirement Systems @ 1-800-547-6657

New Portal Features

The **Communications Menu** now lives in the portal:

Secure website	Portal website
<p>Communications Menu</p> <ul style="list-style-type: none">• Secure E-mail• Signature-less Document Submission• Miscellaneous Document Submission• Secure File Downloads	<p>Common</p> <p>Change Your Password</p> <p>Messages And Files</p> <p>Document Submission</p> <p>Files, Forms and Memos</p> <p>Inbox</p>

Inbox replaces Secure E-mail, Signature-less & Miscellaneous Document Submission.

- Use to send SSN's, electronic time sheet file uploads, & institution control reports.

Files, forms and Memos allows SWS staff to post information for institutions to download.

Other Issues

- SWS wages are considered Title IV funding for DSHS welfare benefit income calculations and should not count against the student
- SWS students are exempt from the recent state hiring freezes
- Non-SWS students can be hired with institutional funds (publics) despite hiring freeze(s)

Current economic realities increase the potential for **displacement**:

- “Supplement and not supplant classified positions”
- “May not fill positions currently or formerly occupied by classified employees”
- “May not fill positions which have been occupied by regular employees during the current or prior calendar or fiscal year”

Resources

HECB Web Resources

HECB Portal: <https://fortress.wa.gov/hecb/portal>

- Public cash request form
- Contract list
- Summary of account status
- Job Descriptions
- Timesheets

HECB public web site: <http://www.hecb.wa.gov>

- Account registration
- Forms and information
- Research
- Employer/Student Handbook

Useful Links

Department of Personnel – Job classifications:

<http://www.dop.wa.gov/Resources/JobClasses/>

Department of Personnel – Pay ranges:

<http://www.dop.wa.gov/Resources/Pay/>

Department of Revenue – Unified Business Identification or UBI verification:

<http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>

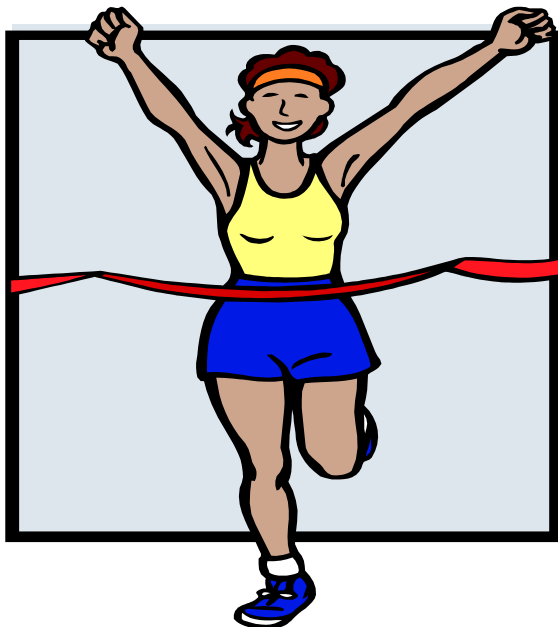
Secretary of State – Corporate UBI verification:

www.secstate.wa.gov/corps/

Department of Labor and Industry: www.lni.wa.gov

THANK YOU!!!

....for all your work on behalf of the
program and its students!



Questions or comments?